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85-3425/4

25 NOV 1985

MEMORANDUM FOR: Director, Office of Information Services, DA

VIA: Deputy Director for Administration

FROM: Richard J. Kerr
Associate Deputy Director for Intelligence

SUBJECT: Records Systems Reporting

REFERENCE: DDA 85-3425

DD/A REGISTRY
FILE: 70-8

1. The DDI has reviewed its records systems and the following amendments are recommended to the CIA systems of records as published in the Federal Register:

Deletions:

CIA-40, CIA-42 and CIA-45 should be deleted as these systems are inactive and no longer maintained by the Office of Central Reference. Action is being taken to destroy the records. Paperwork to eliminate CIA-42 from the Federal Register was initiated and forwarded to DDA/OIS and final action rests with the Information Privacy Division.

CIA-47 should be deleted as the system is no longer maintained and the records have been destroyed.

Modifications:

The system manager for CIA-24 should be changed to Director, Office of Management, Planning and Services.

The system manager for CIA-43 should be changed to Director, Office of Current Production and Analytic Support.

The system manager for CIA-44 should be changed to Director Office of Central Reference.

Recommend that storage for CIA-16, CIA-19, CIA-30 and CIA-46 be amended to include data automation.

Recommend that categories of individuals covered by the system for CIA-3 be amended to include cleared individuals from other U.S. Government Agencies.

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Addition:

The Production Automated Registry Dissemination System (PARDS) of the Office of Current Production and Analytic Support is proposed as an addition to the CIA systems of records and is forwarded for your consideration. This is an automated system that allows the dissemination of finished intelligence products to recipients throughout the Agency, the Intelligence Community and other U.S. Government agencies. A disclosure statement is attached.

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for Richard J. Kerr

Attachment:
As stated

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PROPOSED DI ADDITION

PROPOSED DI ADDITION TO THE CIA SYSTEMS OF RECORDS

System name: Production Automated Registry Dissemination System (PARDS)

System location:

Central Intelligence Agency
Washington, D.C. 20505

Categories of individuals covered by the system: CIA, and other U.S. Government individuals who have a job related interest in a particular area or subject, and who possess the proper clearance(s) and authorization to receive classified CIA finished intelligence publications in these areas..

Categories of records in the system: Organization, name, office mailing address, and subject and country codes of interest for the individual in his/her position. Social security numbers are also stored on individuals for the purpose of verifying security clearance status.

Authority for maintenance of the system: National Security Act of 1947, as Amended--Pub. L. 80-253.

Central Intelligence Agency Act of 1949, as Amended--Pub. I. 81-110.

Section 506(a), Federal Records Act of 1950 (44 U.S.C. 3101).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used to create accountability records and dissemination lists of recipients of classified CIA finished intelligence publications.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Computer tapes and paper.

Retrievability: Name, user identification code of individual or organization, subject or country codes, and social security number.

Safeguards: Paper files are stored in a secure area; automated data processing files require coded identifier for access. Files are restricted to persons with a need to know.

Retention and Disposal: Records are retained or destroyed in accordance with records control schedules approved by the Archivist of the United States.

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System manager(s) and address:

Director, Office of Current Production and Analytic Support
Central Intelligence Agency
Washington, D.C. 20505

Notification procedure: Individuals seeking to learn if this system of record contains information about them should direct their inquiries to:

Information and Privacy Coordinator
Central Intelligence Agency
Washington, D.C. 20505

Identification requirements are specified in the CIA rules published in the Federal Register (32 CFR 1901.13). Individuals must comply with these rules.

Record access procedures: Request from individuals should be addressed as indicated in the notification section above.

Contesting record procedures: The Central Intelligence Agency's regulations for access to individual records, for disputing the contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Federal Register.

Record source categories: Information received from individual concerned or his/her organization.

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Distribution:

Original-Addressee

1-DDA

1-DDI

1-DI/IRO

1-DA Registry

1-DI Registry

1-Chrono

1-Subject

DI/MPS/RMO([redacted] isa)21 November 1985

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